

**RFP # 2025-03 PUBLIC WILDLIFE MURAL
INSTRUCTIONS TO PROPOSERS**

Instructions to Proposers

Proposers interested in the Work are instructed to submit one (1) original hard copy **OR** one email submission of its complete proposal in accordance with this RFP no later than **April 9, 2025 at 5:00 PM., Eastern Time** unless otherwise changed through an addendum to this RFP. Proposals received after this date and time will not be considered and, if hard copy, will remain unopened and returned at Proposer's expense.

Hard Copy Submissions:

All hard copy Proposals and required attachments must be delivered **SEALED** to the County at the address shown below no later than the time and date set for receipt of Proposals. Hard copy submissions must include an electronic copy of the Proposal on a USB flash drive. Deliver OR mail the Proposal in a sealed envelope/package to:

**JEFFERSON COUNTY GRANTS AND TOURISM
ATTN: RFP # 2025-03
445 W. Palmer Mill Road
Monticello, FL 32344**

The front lower left corner of each **SEALED** envelope/package must contain the following information for proper identification:

**FWCF Wildlife Mural Project
RFP # 2025-03
ATTN: Theresa Sterling**

1. Include name and address of Proposer on each sealed envelope/package.
2. If Proposal is contained in multiple packages, number each sealed package sequentially, i.e., "1 of 3", "2 of 3", "3 of 3".

All hard copy Proposals received will be recorded and date stamped at the Jefferson County office located at 445 W. Palmer Mill Road, Monticello, FL 32344.

Hard copy Proposals and Proposals submitted by email will not be reviewed by the Design Review Committee until the public meeting that is noticed and open to the public.

Email Submissions:

Proposers may submit one (1) Proposal via email containing all required attachments and its complete Proposal in accordance with this RFP no later than **April 9, 2025 at 5:00 PM., Eastern Time** unless otherwise changed through an addendum to this RFP. Submit Proposals to:

**Theresa Sterling
tsterling@jeffersoncountyfl.gov
SUBJECT LINE: RFP #2025-03 MURAL PROJECT**

Any proposals received after the stated time and date will not be considered. Arrangements may be made for unopened hard copy proposals to be returned at the Proposer's request and expense. Proposals may be withdrawn only by written notification from the Proposer prior to the time fixed for Evaluation of the Proposals. Negligence on the part of the Proposer in preparing the Proposal confers no right for withdrawal of the Proposal after it has been opened.

**RFP # 2025-03 PUBLIC WILDLIFE MURAL
INSTRUCTIONS TO PROPOSERS**

Proposal Must Address:

The Proposal must address the requirements in a clear and concise manner in the order stated herein. Proposals must be divided as described below and must include the information/documents specified in the applicable section. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete, and therefore ineligible, by the County.

The County reserves the right to seek additional/supplemental representation on specific issues as needed.

Proposals should be typed. **No changes in or corrections to Proposals will be allowed after the Proposals are received.**

The signer of the Proposal must declare that the Proposal in all respects fair and in good faith without collusion or fraud and that the signer of the Proposal has the authority to bind the principal Proposer.

The County will not be liable for any costs incurred by Proposer prior to entering a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the RFP requirements.

PROPOSAL CONSTRUCTION

Proposer will construct its Proposal in the following format as outlined and a tab divider (hard copy submission) or separate labeled PDF attachment (email submission) must separate each section as prescribed.

TAB/ATTACHMENT 1 – PROPOSAL TRANSMITTAL FORM ON THE FIRM’S LETTERHEAD (FORM 1)

All signatures must be by an individual with authority to legally bind the Proposer, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Proposer, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the webpage(s) from <http://www.sunbiz.org> as certification of this required information. Verify that all addenda and tax identification number have been provided.

TAB/ATTACHMENT 2 – QUALIFICATION APPLICATION AND QUESTIONNAIRE (FORM 2)

TAB/ATTACHMENT 3 – LETTERS OF REFERENCE (FORM 3)

Include three reference letters from organizations or similarly situated communities or local governments dated 2016 or later. Letters must be on the entities’ letterhead and signed by an authorized official and ***must include a brief description of the project and results, project location, date of the project, timeliness of completion and name of contact person, e-mail, and phone number.*** Form 3 lists the intended references and brief project summary for tracking; actual letters are required.

**RFP # 2025-03 PUBLIC WILDLIFE MURAL
INSTRUCTIONS TO PROPOSERS**

TAB/ATTACHMENT 4 – KEY STAFF

Include a summary of key staff, their role and relevant experience. Include a resume/CV of each staff. Include information relevant to the services requested (limit one page, front and back, per person).

TAB/ATTACHMENT 5 – APPROACH

Description of how your organization will approach the services being requested. Submit the following:

1. A complete rendering or illustration of the proposed Mural Design in .jpg format with a resolution of at least 180dpi. Proposers may submit up to 5 images of the design. Label all images with the artist/firm name outside of the image area.
2. A written description of the Mural Proposal and overall project no longer than one page:
 - a. Title of Mural
 - b. Specific methods, materials and instruments to be used.
 - c. Timeline for completion.
 - d. Explanation of Mural Concept, design, symbolism and how the design aligns with the assigned Theme.
 - e. Explanation of how the Mural Design will highlight and contribute to the downtown and greater Jefferson County community.
3. Six to 10 images of past exterior public mural projects designed and installed by the artist(s) or firm, preferably within the past 5 years, with locations identified.

TAB/ATTACHMENT 6 – DETAILED PROJECT BUDGET

Include the following:

1. Expenditures. Include all costs related to the project including materials, equipment rentals, lodging, per diem expenses, etc.
2. Five-year Maintenance Plan.
 - a. Cost. Include this cost in Project Budget only if Proposer plans to implement the Maintenance Plan over the subsequent five years. Include materials and frequency.

OR

 - b. Guidance only.
 1. Include only if County will be responsible for implementing the Maintenance Plan. Guidance shall include, based on Proposer's experience, the recommended materials with anticipated costs, processes, frequency, and best practices suggestions.

TAB/ATTACHMENT 7 – REQUIRED FORMS DOCUMENTS AND CERTIFICATIONS

The following forms must be fully filled out and signed by a person with authority to bind the Proposer:

| | |
|------------|---|
| Form No. 3 | Letter of Reference |
| Form No. 4 | Indemnification and Hold Harmless Statement |
| Form No. 5 | Public Entity Crimes Sworn Statement |
| Form No. 6 | Equal Employment Opportunity/Affirmative Action Statement |
| Form No. 7 | Drug Free Workplace Certification |
| Form No. 8 | Conflicts of Interest Disclosure |

**RFP # 2025-03 PUBLIC WILDLIFE MURAL
INSTRUCTIONS TO PROPOSERS**

| | |
|-------------|---|
| Form No. 9 | Non-Collusion Affidavit |
| Form No. 10 | Ethics Clause & Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements |
| Form No. 11 | List of Proposed Sub-Contractors |
| Form No. 12 | Certification Regarding Debarment, Suspension, and Other Responsibility Matters -Primary Covered Transactions |
| Form No. 13 | E-Verify Certification |
| Form No. 14 | Insurance Certification |
| Form No. 15 | Comments on Proposed Contract |

Please note any concerns with the proposed contract on Form No. 15. Any comments that are included on this form regarding the contract documents will be forwarded to the legal department for review. The County's acceptance of comments does not guarantee any revision to the contract documents. Comments not included on this form **WILL NOT** be considered. Please indicate NONE or Not Applicable (N/A) if there are no comments on the proposed contract documents.